The Office of Recycling Can Help!

- Discuss waste management needs and options
- Consultation for setting up or expanding business recycling programs
- Support with waste audits
- Share database of service contacts and networking information
- Assist with training staff
- Public presentations for meetings and trainings
- Provide displays for corporate or public events
- Provide reproducible literature on recycling and waste reduction
- Provide templates for creating posters and newsletter information
- Support recycling program implementation

Frederick County Department of Solid Waste Management

9031 Reichs Ford Road
Frederick, MD 21704

Landfill: 301-600-2890
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Improving Waste Management in the Workplace

Frederick County Department of Solid Waste Management

Office of Recycling

**Recycle More.
Waste Less.**

Mind Your Business!

Examining the Benefits of "Going Green"

Despite the importance of sustainability, many businesses struggle to justify an investment in green initiatives, often under the misconception that such efforts will create added costs without concrete benefits. Yet case studies from almost every industry show it is possible for businesses to develop practices that will make a measureable contribution to *both* the environment and their bottom line!

This brochure outlines a few basic concepts that any local organization can implement. Participation in a recycling program is just one example of a simple way to begin to improve the environmental and economic sustainability of your business.

From that starting point, organizations can continue to develop and implement sound practices that not only "mind their business", but also are mindful of their connection to local resources and the sustainability of Frederick County's future.

For a more in-depth guide to business and waste reduction, please refer to our handbook, *Mind Your Business: Guide to Responsible Waste Management for Organizations and Workplaces.* That publication outlines in detail ways to assess waste generated, how to start, expand or promote a recycling program, and offers tips for better conservation of resources. The guide can be accessed online at*: www.FrederickCountyMd.gov/business* or by calling the Office of Recycling to request a printed copy.

Fast Facts About Waste

Did You Know That...

- According to the EPA, the average American generated 2.68 pounds of trash per day in 1960; by 2007 the average increased to 4.62 pounds of trash generated per person, every day.

- In Frederick County, businesses account for more than 50% of the total solid waste generated annually.

- According to an Adecco USA Workplace Insight survey, 59% of workers think their company should do more to be environmentally friendly and 68% of all adults believe what most companies say in regard to "green" initiatives doesn't always match their actions.

- Weyerhaeuser paper company states that recycling 1 ton of paper saves: 17 trees, 7000 gallons of water, 463 gallons of oil, 3.06 cubic yards of landfill space and 4,077 kilowatt hours of energy.

- Local companies that waste less can receive recognition for their efforts! Any business can apply to the *Frederick County Waste Reduction Awards Program*. For more information call the Office of Recycling or visit our website to view details and download an application.

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Frederick County
Department of
Solid Waste Management

Simple Steps to Control Workplace Waste

Most people just throw things "away" and don't give much thought to how the process works. We'd like to remind you that **solid waste disposal can be a controllable expense, not a fixed cost.**

Some counties have instituted mandatory business recycling policies, Frederick County has not. Rather than legislation, there are other very sound reasons to start a recycling program for your business.

♦ **Recycling and waste reduction are options that can be used now to reduce your waste disposal costs, no matter the size of your enterprise.**

♦ **With an active recycling program, your business can promote itself as contributing to the solution of a major local problem.**

There are simple steps any business can take to start recycling.

1. **Obtain the Support of Top Management**
2. **Appoint a Recycling Coordinator and Set Program Goals**
3. **Determine What Types of Materials Will be Recycled**
4. **Arrange a Contract With a Hauler**
5. **Educate and Involve Staff**
6. **Designate and Monitor Collection and Storage Areas**

Items Accepted in Frederick County's Single Stream Recycling Program:

✓ **Magazines and catalogs**
✓ **Newspapers (including all inserts)**
✓ **Junk mail and envelopes**
✓ **Clean paper products—colored and white (such as typing, fax, copy, letterhead, file folders, cardstock, etc.)**
✓ **Shredded paper (gather and place inside a paper bag)**
✓ **Brown paper bags**
✓ **Non-metallic wrapping paper**
✓ **Paperboard boxes (such as cracker and cereal boxes without liners)**
✓ **Corrugated cardboard (boxes do not have to be broken down or bundled)**
✓ **Books (including paperbacks, hardbacks and telephone books)**
✓ **Milk cartons (paper or plastic) and juice boxes (*not* juice pouches)**
✓ **Plastic bags marked with recycling code #2 or #4, such as grocery or dry-cleaning bags (gather and place inside a single bag)**
✓ **Empty plastic containers, including narrow-neck bottles (such as water or soda bottles) and wide-mouth containers such as peanut butter, margarine tubs, yogurt, mayonnaise, prescription bottles, etc. (lids do not need to be removed; containers should be empty.)**
✓ **Glass food and beverage containers such as jars and bottles**
✓ **Tin and steel food and beverage containers, such as pet food and vegetable cans**
✓ **Aluminum food and beverage containers**
✓ **Aluminum foil and aluminum pie pans**
✓ **Empty aerosol cans**

Items *Not* Accepted for Single Stream Recycling:

✗ **Bagged recyclables! (Except for shredded paper or recyclable bags—*these items only* should be collected inside a bag)**
✗ **Soiled paper products (such as paper plates, tissues, greasy pizza boxes)**
✗ **Waxed paper or boxes (run a fingernail across the surface, if wax comes off the package is not recyclable. Glossy packaging *is* recyclable.)**
✗ **Metallic wrapping paper**
✗ **Potato chip/ snack food bags**
✗ **Plastic bags without a recycling code of #2 or #4 (such as sandwich bags)**
✗ **Cardboard that has plastic shrink-wrapped around it (please remove the cardboard from the wrapping)**
✗ **Juice pouches**
✗ **Microwaveable disposable meal trays**
✗ **Thin, brittle plastics like "clamshell" packaging (such as from salad bars) and molded plastic retail packaging**
✗ **Polystyrene (Styrofoam™)**
✗ **Rubber or vinyl products (such as hoses, tires, shower curtains, PVC, etc.)**
✗ **Drinking glasses, ceramic plates**
✗ **Mirrors, window glass**
✗ **Hazardous material containers (such as for pesticides, motor oil or antifreeze)**
✗ **Toner cartridges**
✗ **Electronics (these can be taken to a drop-off center or e-cycling business)**
✗ **Food waste and trash**
✗ **Any container that is not empty!**

Recycling: the *Last* Step in Wise Waste Management

Rather than managing the waste we have, **waste reduction** is a strategy for tacking the problem at its source by preventing waste before it even occurs. Think of it as "pre-cycling"—all the steps to take *before* there is something left to recycle. To get into the source reduction mindset, just **remember the "4 R's" of wise waste management:** *Reject, Reduce, Reuse, Recycle.*

Reject.
● single use/disposable items
● excessive packaging
● non-recyclable plastics

Reduce.
● Use digital editing features. Send electronic copies instead of printed documents.
● Empty trash can with liners only when bins are actually full.
● Buy items in bulk to decrease packaging.

Reuse.
● Establish a pallet take-back program.
● Have tires on fleet vehicles re-treaded when original tread becomes worn.
● Use the duplex feature of your copier and print on both sides of a page.
● Replace disposable cups in break rooms with mugs that can be washed and reused.

Then **Recycle. Recycle everything you can from the waste that you have.**